



***The South Florida Federal Executive Board
proudly presents the 39th Annual
“Federal Employee of the Year” Awards
Program
Honoring Outstanding Federal Employees in
Broward, Miami-Dade, Monroe and Palm Beach Counties***

Dear South Florida Federal Family Members:

Do you have a federal employee or know of a federal employee who consistently performs above and beyond the call of duty? A member of the South Florida federal workforce who deserves recognition for his or her heroic efforts demonstrated in a life-threatening situation? A federal employee who generously volunteers his or her time to benefit others in the South Florida community?

A resounding “YES” to any of the above questions is your invitation to participate in the South Florida Federal Executive Board’s 39th Annual “Federal Employee of the Year” Awards Program. This is your opportunity to honor outstanding federal employees at all levels within your agency or installation for their meritorious work and overall contributions to the South Florida community. This is the only government-wide awards program in South Florida. The program pays tribute to all dedicated federal employees and service members who are a part of the public workforce during national Public Service Recognition Week (May 3 – 9, 2004).

The attached package provides detailed information on the 11 award categories:

***Administrative
Law Enforcement
Clerical/Administrative Support
Equal Employment Opportunity/Diversity
Management (except Agency Head)
Executive/Agency Head***

***Professional/Scientific
Technical
Trades & Crafts
Service to the Community
Valor***

I’m sure that you will agree that we have many outstanding federal employees who deserve recognition in South Florida. Please take this opportunity to review the attached nomination package and feel free to contact me at 954-846-8248 if you have any questions on the nomination process.

**Jaqueline H. Arroyo
Executive Director,
South Florida Federal Executive Board**

PS – Please mark two important dates on your calendar ... Monday, March 15, at 4 PM is the deadline for hand-delivered written entries or electronic submissions to be received in my office. Mail-in entries must be postmarked on or before March 15. Our awards program/luncheon will be Friday, May 7, 2004 (location to be decided).

Purpose of the Federal Employee Of the Year Awards Program

The South Florida Federal Executive Board announces the 2004 Federal Employee of the Year Awards Program. This program is one of the highlights of Public Service Recognition Week, May 3 – 9, 2004. An essential goal of the program is to recognize the maximum number of individuals from a wide spectrum of agencies. The purpose is to honor outstanding men and women in the Federal Community who have performed exceptional and meritorious work and to encourage high standards of performance in the Federal Government.

Eligibility of Nominees

Nominees must be permanent civilian or military career employees of the Federal Government assigned to the agencies that are members of the South Florida Federal Executive Board. Nominations must be based on demonstrated performance between October 1, 2002 and September 30, 2003.

Awards are issued primarily in recognition of exemplary job performance and contributions to the Federal Government or the community. Other factors are given proportionate weight by the Screening and Selection Committees. It is possible a nominee could be considered for more than one category. When this happens, the agency should be guided by the nature of the accomplishments for which the employee is being recommended. The decision on which category is appropriate is the prerogative of the nominating agency. These are the MINIMUM requirements for eligibility.

Number of Nominees

Agencies may submit award nominations for one or all of the categories. There are no limits on the number of nominees that can be submitted from any one agency. Additional copies of this package may be obtained from the FEB website at www.miami.feb.gov.

Submission of Nominations

Any Federal employee may submit nominations. Each nomination must be *signed by the FEB Member (agency/installation head) or authorized designee*. If the Agency Head is being nominated, the package must be signed by the FEB Alternate or an authorized designee. If a person nominated by your agency is employed by another Federal agency, the nominator must receive the signature of the employing agency head prior to submission. Packages received without proper authorization will not be accepted.

Nominations must be mailed or hand-delivered to:

SOUTH FLORIDA FEDERAL EXECUTIVE
BOARD
SUITE 212
440 SAWGRASS CORPORATE PARKWAY
SUNRISE FL 33325-6237

or

Scanned and submitted electronically to
JARroyo@doc.gov

Nominations delivered in person or via E-Mail must be received at the South Florida Federal Executive Board no later than 4 p.m. on March 15, 2004. If mailed, please postmark on or before March 15, 2004.

Photographs

A computer disk or CD with a digital-ready photograph of the nominee will be needed. The photograph should be taken of the nominee from the waist up in front of a single-color background. The nominee should stand at least 2 feet in front of the background wall. If digital picture is not available, the individual can submit a photograph with the above specifications or have his/her picture taken by the FEB during the week of March 29, 2004. The location will be provided at a later date.

General Information

Winners will be awarded a plaque or certificate commemorating his/her achievement. All employees who are

nominated by their agencies will receive recognition. To provide uniformity and fairness, ALL nominations must adhere to the instructions provided in this package.

Selection Process

A screening committee of federal employees from Federal Executive Board member agencies and installations will determine the finalists in each category. The screening committee reserves the right to make appropriate changes for processing the nomination. A Blue Ribbon Panel of distinguished private sector executives selects the winner in each category and from these 11 winners the panel selects the overall "Federal Employee of the Year" award recipient.

The written nomination is critical to the screening & selection process. Care must be devoted to its preparation. It must clearly explain and justify the nomination. No acronyms

should be used unless absolutely necessary. Spelling must be correct and the nomination must be written so that it can be clearly understood by the reader. Pages 5-7 of this package outline the factors the screening and selection committees will use to rate each nomination. In addition, attached is a sample of an award-winning package.

Action

Please ensure widest dissemination of this nomination package. Agency employees should follow internal agency rules and instructions for the nominations. All nominations must be reviewed and be approved by the Agency Head and be submitted by agency memorandum or cover letter.

Category Definitions & Nominating Instructions

There are eleven categories of the Federal Employee of the Year (FEOY) awards. Employees or teams are nominated for the category that best covers their accomplishments. The following category descriptions are provided to assist the employing agency with selecting the award category that best fits the individual employee.

1. **Administrative**

This category recognizes those employees in positions involving administrative duties. The work must require analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives (e.g. Budget Analyst, Management Analyst, Personnel Staffing or Classification Specialist).

2. **Law Enforcement**

This category recognizes individuals who have made outstanding contributions to law enforcement (e.g. Civil Investigator, Civil Attorney, Revenue Officer, Special Agent, Border Patrol Agent, Immigration and Naturalization Agent, FBI Agent, Drug Enforcement Agent, Military Police).

3. **Clerical/Administrative Support**

This category recognizes those employees in clerical/administrative support and equivalent positions (e.g. Secretary, Clerk-Typist, and Supply Clerk).

4. **Equal Employment Opportunity/Diversity**

Recognizes individuals whose efforts have contributed to their agency's achievements in reaching the goals of its Affirmative Action Plan, providing the agency with innovative education and training services, or using creative ways to serve EEO principles in Reduction-In-Force or hiring freeze situations.

5. **Management (except that of Agency Head)**

Recognizes individuals who are responsible for directing the work of others, and whose efforts focus on competency and efficiency. This includes all managerial, team leader, and supervisory levels.

6. **Executive/Agency Head**

This category recognizes those individuals responsible for leading and administering public programs as the highest-ranking official of that program, office, agency or installation in South Florida. This includes all members of the South Florida Federal Executive Board.

7. **Professional/ Scientific**

This category recognizes those employees in any of the professions and sciences, including such occupational areas as social services, accounting, engineering, architecture, mathematics, statistics, physical sciences, biological sciences, medicine, and chemistry.

8. **Technical**

Recognizes employees engaged in the application of a variety of particular processes and procedures requiring analytical ability, judgment, discretion, or a knowledge of a substantial body of administrative or program principles, policies, and objectives, based on predetermined practices and precedent, acquired through on the job training and experience (e.g. Writer-Editor, Draftsman, Public Affairs, Computer Technician).

9. **Trades and Crafts**

This category recognizes individuals in wage grade or equivalent military categories that relate to a specific trade or craft (e.g. Warehouse person, Electrician, Custodian, Printer).

10. Service to the Community

Recognizes employees who, through volunteering their services on their own time, have forged a bridge between Federal employees and the service needs of the community in which they live.

11. Valor

This category recognizes employees for an act, which will probably involve substantial personal risk, either in conjunction with the employee's job, or in an act as a private citizen. This award is given to any Federal employee, uniformed or civilian, who displays exceptional courage in the service of his/her country, community, or fellow man.

Ranking Criteria
Award Categories 1-9
Administrative, Law Enforcement, Clerical/Administrative Support, Equal Employment Opportunity/Diversity, Management (except Agency Head), Executive/Agency Head, Professional/Scientific, Technical, Trades and Crafts

Following are the factors that the screening committee and blue ribbon panel will use to rate each of the nominees. Please note that points are assigned differently depending on the nomination category.

Factor 1: Job Performance

- a) **Superior Performance:** Describe only such accomplishments or sustained quality of performance, which are clearly beyond normal job expectations. Also, describe the manner and extent to which normal job expectations are exceeded. Examples of unusual amounts of work completed, exceptional quality, and demonstration of extraordinary resourcefulness, imagination or ingenuity should be provided where relevant.
- b) **Customer Service:** This relates to how well the nominee has served his constituency, be it the public or other federal employee. For example, an employee may have assisted an individual or group in solving an exceptionally complex or sensitive problem. The employee may have tactfully disposed of a problem presented by someone displaying a dissatisfied or hostile attitude, in a manner that satisfied the affected individual. Finally, the employee may have demonstrated high standards of workmanship in personal and/or telephone contacts with individuals or groups concerning the mission, functions or services of the agency.
- c) **Impact:** Specify whether, how and to what extent performance has a direct impact on nominee's own job assignment or on other activities in your local organization, on work of your agency beyond the local area, on the operations of other government agencies or on the community at large. Provide quantitative data if possible, e.g. number of people affected, number of dollars saved, and duration of impact.
- d) **Recognition:** Describe all forms of recognition received by the nominee but particularly in relation to his/her job assignment.

(NOTE: Nominees will be awarded additional points for information on the following factors.)

Factor 2: Self-Development

This relates to what one has done to improve oneself through taking courses, job assignments, or other methods, which might be documented as a part of the nomination.

Factor 3: Community Service

This relates to kinds, types, amounts of community service work in civic, community and/or other humanitarian activities one has done and the results achieved through these efforts and which might be illustrated by awards and/or letters received. Please do not attach awards, certifications or commendatory letters to the nomination package.

Factor 4: Miscellaneous

This relates to any other efforts not covered above that may be documented in the nomination narrative, e.g. EEO/diversity efforts, efforts above and beyond the call of duty, CFC, Black History Month, Federally Employed Women, Hispanic Heritage Month.

Ranking Criteria
Category 10
Service to the Community

Following are the factors that the screening committee and blue ribbon panel will use to rate each of the nominees. Please note that points are assigned differently depending on the nomination category.

Factor 1: Describe the situation. Summarize the type of service provided and the organization under which the service was performed (if applicable). For example, if the individual is involved in volunteer service, describe the service, amount of time involved, etc. Recognition received by other organizations should be noted. Summarize what benefits the community has realized or how the community is a better place as a result of the nominee's performance. An employee recommended for an award for excellence in service to the community might have:

Volunteered his/her time and/or resources to the general public or the community through efforts not directly related to an employee's primary job. Contributions will be judged on the basis of value received by the general public. Normally, but not exclusively, volunteer time is outside of work hours. Examples:

- ◆ An important contribution to the well being of the community by either individual effort or work through an organization; evidence should be provided.
- ◆ A substantial and continuing record of contributions to the well being of the community, participation in a variety of activities.

(NOTE: Nominees will be awarded additional points for information on the following factors.)

Factor 2: Self-Development

This relates to what one has done to improve oneself through taking courses, job assignments, or other methods, which might be documented as a part of the nomination.

Factor 3: Miscellaneous

This relates to any other efforts not covered above that may be documented in the nomination narrative, e.g. EEO/diversity efforts, efforts above and beyond the call of duty, CFC, Black History Month, Federally Employed Women, Hispanic Heritage Month.

Factor 4: Job Performance

This relates to accomplishments or sustained quality of performance beyond normal job expectations, such as large workloads, exceptional quality, resourcefulness and/or imagination. Also, describe all forms of recognition received by the nominee.

**Ranking Criteria
Category 11**

Valor

Following are the factors that the screening committee and blue ribbon panel will use to rate each of the nominees. Please note that points are assigned differently depending on the nomination category.

Factor 1: Any recognizable heroic act by an employee, either on or off the job, involving great, personal risk or requiring outstanding courage or competency in an emergency. Examples of acts that might meet the criteria for such an award:

- a) Public property defended, civil disturbance
- b) Lives saved, rescues attempted, or
- c) Any other similar act

Provide specifics relating to the severity of the situation. Those details that graphically describe the risk of harm to the nominee while performing the act are especially important.

(NOTE: Nominees will be awarded additional points for information on the following factors.)

Factor 2: Self-Development

This relates to what one has done to improve oneself through taking courses, job assignments, or other methods, which might be documented as a part of the nomination.

Factor 3: Community Service

This relates to kinds, types, amounts of community service work in civic, community and/or other humanitarian activities one has done and the results achieved through these efforts and which might be illustrated by awards and/or letters received.

Factor 4: Miscellaneous

This relates to any other efforts not covered above that may be documented in the nomination narrative, e.g. EEO/diversity efforts, efforts above and beyond the call of duty, CFC, Black History Month, Federally Employed Women, Hispanic Heritage Month.

Factor 5: Job Performance

This relates to accomplishments or sustained quality of performance beyond normal job expectations, such as large workloads, exceptional quality, resourcefulness and/or imagination. Also, describe all forms of recognition received by the nominee.

NOMINATION OF CANDIDATES

Each nomination must be accompanied by the enclosed "Nomination Form Cover Page" and *must be signed by the FEB member (agency/installation head)*. If the Agency Head is being nominated, the package must be signed by the FEB Alternate or an authorized designee. Submit one nomination per employee and/or one per team. Supporting statements should be clear, concise and mention specific accomplishments.

Each nomination must be accompanied by the following:

- Nomination Form Cover Page (please include your Agency Head's signature).
- Narrative (not to exceed one page).
- A brief (100 words or less) summary of the nomination. This summary will be used in the brochure for the awards ceremony.
- For a team nomination, enter the team name on Nomination Form Cover Page and attach individual names on separate cover pages.
- Computer disk or CD with a digital-ready photograph of the nominee. Photograph should be taken of the nominee from the waist up in front of a single-color background. The nominee should stand at least 2 feet in front of the background wall. If a digital picture is not available, the individual can submit a photograph with the above specifications or have his/her picture taken by the FEB during the week of March 29, 2004. The location will be provided at a later date.
- Publicity Data Sheet & Privacy Act Notice.
- No additional information other than the above will be considered. (Please do not attach awards, certificates, commendatory letters, etc.)

Please submit completed nomination packages to:

**SOUTH FLORIDA FEDERAL EXECUTIVE BOARD
SUITE 212
440 SAWGRASS CORPORATE PARKWAY
SUNRISE FL 33325-6237**

You may scan your application and submit them electronically to JArroyo@doc.gov

Remember that the deadline for all nominations for the 2004 FEOY Awards Program must be received at the address above by 4 PM on Monday, March 15, 2004 or must be postmarked on or before Monday, March 15, 2004. Questions regarding the nomination process may be directed to Jaqueline Arroyo at (954) 846-8248.

NOMINATION FORM COVER PAGE

AWARD CATEGORY:

- | | |
|---|---|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Professional/Scientific |
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Technical |
| <input type="checkbox"/> Clerical/Administrative Support | <input type="checkbox"/> Trades and Crafts |
| <input type="checkbox"/> Equal Employment Opportunity/Diversity | <input type="checkbox"/> Service to the Community |
| <input type="checkbox"/> Management (except Agency Head) | <input type="checkbox"/> Valor |
| <input type="checkbox"/> Executive/Agency Head | |

NOMINEE:

Name or Team Name: _____
(For team nominations, enter team name and attach individual's names separately.)

Title and Grade: _____

Agency _____

Work Address _____

Telephone _____

☐ I need to have my picture taken during the week of **March 29, 2004.**

NOMINATOR:

Name: _____

Title: _____

Work Address: _____

Telephone Number: _____

AGENCY HEAD:

☐ Forwarded

Name: _____

Signature _____

ATTACHMENTS: Please place an "X" indicating completion of each nomination section:

- ☐ Nomination cover page
- ☐ Narrative (not to exceed one typewritten page of no smaller than 10 pt. type)
- ☐ 100 words or less summary of the nomination for the brochure
- ☐ Photograph of nominee (digital ready, nominee from the waist up at least 2 feet in front of a single-color background wall)
- ☐ Publicity Data Sheet/Privacy Act Notice

PUBLICITY DATA SHEET

Federal Employee of the Year Award: Supporting Nomination Data

The winning of a Federal Employee of the Year Award presents an excellent opportunity for positive press for both the employee and his/her employing agency. A public information release will be prepared for all winning nominees to be provided to local and national media outlets.

PRIVACY ACT NOTICE

Federal Employee of the Year Award: Supporting Nomination Data

None of the nomination information is required by law and, therefore, is voluntary. Information provided will be used ***solely in considering the nominee for the award and for publicity purposes. Exclusion of all or part of the information requested may result in the nominee not being fully considered.***

EMPLOYEE STATEMENT

I understand the above Notices and agree to release the nomination for the purposes shown.

Signature

Date